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Maintenance, Logistics and Facilities
Physical Security NWSPD 30-51

FACILITY PHYSICAL SECURITY

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This Instruction implements National Weather Service (NWS) Policy 30-51, dated September 11, 2002.

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Signed by John McNulty, Jr. October 24, 2002
John McNulty, Jr. Date
Director, Office of Operational Systems

Facility Physical Security

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1. Introduction. This instruction implements NWS Policy 30-51, *Physical Security* 30-51, dated September 11, 2002. It establishes a Physical Security Program for field offices and provides guidance on operating procedures, reporting requirements, and responsibility assignments necessary to achieve an acceptable degree of security relative to the importance and value of field office resources. As a baseline for emergency preparedness, NWS is also required to establish and maintain a Continuity of Operations Plan to ensure the performance of essential functions.

2. Scope. This instruction provides guidance on facilities physical security, primarily for field offices. It establishes procedures for documenting field office incidents and reporting to responsible levels of authority having oversight for facility physical security.

3. Purpose. The intent of this instruction is to protect Field office physical property, (e.g., real property, buildings, equipment, sensitive property) from break-in, attempted break-in, theft, or vandalism, and to protect Government personnel from physical threats or personal injury resulting from breaches in security.

4. Property.

4.1 Building Security. The Department of Justice (DOJ) Vulnerability Assessment of Federal Facilities Report, dated June 28, 1995, developed a security level rating system for federal facilities and

established minimum security requirements for each level rating. Based on the DOJ Vulnerability Assessment Report, the Department of Commerce (DOC) established the security level rating and minimum security standards for every DOC controlled facility. A level II designation is applied to most NWS field offices. Level II is a building that has 11 to 150 federal employees, a moderate volume of public contact, and 2,500 to 80,000 square feet of space. Activities are routine in nature, similar to commercial activities. Security considerations at this level include perimeter security, entry security, interior security, and security planning.

4.2 Sensitive Property. Portable, self-contained items having high potential for theft or those that can easily be converted to private use are considered sensitive property and are subject to this policy. This includes cell phones, pagers, projectors, laptop computers, and personal digital assistants. It does not include hand tools, assemblies, components or parts.

4.3 Physical Security Equipment. Physical security equipment is an important component of implementation of this instruction. These systems include video surveillance cameras, video recording devices for the cameras, physical security locks (keyed, cipher and electronic), and access card systems on buildings, real property, and gates.

5. General Instructions.

5.1 Field Offices will:

a. Identify a focal point for physical security, ensure field personnel receive training on physical security policy, instructions, local physical security operations, and lessons learned from past incidents.

b. Maintain an accurate inventory of physical security equipment with descriptions of current condition and operational readiness. Ensure all existing physical security systems are inspected and repaired.

c. Prepare an incident report (GSA Form 3155) of any break in, attempted break in, or physical threat to Government personnel, and/or properties. Field offices will forward the report via e-mail to the Regional/National Center Director and provide a copy to the supporting DOC regional office.

d. Complete the incident report including the nature, time, and time line of actions taken after the incident. Also, include a list of property taken/removed, personal injury suffered, and other information pertinent to the incident. A copy should be maintained on-site.

e. Identify and document physical security deficiencies and formulate recommendations to improve operations. Forward recommendations to the Regional/National Center focal point.

5.2 Regional and National Centers will:

a. Identify a focal point for physical security to support the Regional Security Office in the performance of any physical security assessment of field offices. The DOC Security Office (OSY) performs analytical risk assessments. These assessments are conducted when a specific request is made for an assessment by the organization or when events or incidents at a particular facility indicate the need for an assessment. The DOC/OSY report will conclude with recommendations. Based on assessment results, the regional and national centers will analyze the security recommendations and develop a budget to implement security options.

b. Maintain a record of incident reports filed by field offices. Analyze and recommend changes for improvement in physical security that will minimize impact on mission readiness.

c. Prepare budgets to address deficiencies or planned upgrades to security systems noted above. Forward budget requests annually to NWS headquarters.

5.3 Director of the Office of Operational Systems will:

a. Identify a focal point for physical security and coordinate instructions and plans with DOC/OSY.

b. Assess the impact of physical security deficiencies on mission readiness, prioritize budget actions to repair or replace security equipment, and support regional funding requests to implement corrective measures.

6. Reporting. Field Offices will use General Services Administration Form 3155, *Offense/Incident Report* to record incidents.

7. References.

a. DOJ Assessment to Federal Facility Report, dated June, 1995. (http://www.fas.org/irp/gao/ggd-98-141-4.htm)

b. DOC, Manual of Security Policies and Procedures, (Provisional), dated April 30, 2002. (http://www.osec.doc.gov/osy/SECURITYMANUAL/manualsecuritypolicies.htm)

c. NWS Policy 30-51, *Physical Security* 30-51, dated September 11, 2002. (http://www.nws.noaa.gov/directives)